

REQUEST FOR TRANSFER

(All requests for intradistrict transfer must be coordinated with the building principals at both your currently assigned school and the school to which you seek to transfer.)

SECTION I (To be completed by applicant)

Date: _____

Student Name: _____

Street: _____

City: _____ Zip _____

Telephone: Home: _____ Work: _____

Grade: _____ Age: _____

Parent or Guardian Signature: _____

Currently Assigned School: _____

Period of time for which transfer is requested: _____

School to which student is requesting transfer: _____

Is there another child in the family for whom transfer is being requested? _____

If so, student's name: _____

In the space below, identify the basis for the request and the specific reason for this transfer request. Please provide as much information as possible, attach supporting documentation as needed.

1. _____ A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer.
2. _____ Attendance at the school requested is more accessible to the parent's place of work or to the location of child care; or
3. _____ There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer.

In addition to the foregoing, any intradistrict transfer must be in compliance with all other district policies including those relating to student attendance, academic standards, and class size.

SECTION II Certification of Acceptance by Gaining School

Space is available in the grade level or classes at the building in which the student desires to be enrolled;

Appropriate educational programs or services are available to improve the student's condition as stated in requesting transfer from his or her assigned building; and

The student's attendance at the school is not likely to create a risk to the health or safety of other students or staff.

Approved By: _____

Gaining School Principal: _____

SECTION III Action of Currently Assigned School

Request for transfer meets district criteria # _____ above and is granted for the school year ending _____ . It shall be the responsibility of the parent to provide transportation to and from school.

Approved By: _____

Assigned School Principal: _____

Your request for transfer has been denied for the following reason(s):

Assigned School Principal: _____